

EDITED TASK LISTING

CLASSIFICATION: PRINCIPAL ARCHITECT

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Plan and coordinate the work of a design staff in the creation of plans and designs related to activities for all CDCR buildings and structures using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications etc.) as required.
2.	Represent CDCR as liaison with State Client Agencies in all matters relating to the practice of architecture to ensure conformance with the department design and construction standards using various resources (e.g., design criteria guidelines, codes, knowledge, etc.) as required
3.	Represent CDCR as liaison with private organizations and other public entities in all matters relating to the practice of architecture to ensure conformance with the department design and construction standards using various resources (e.g., design criteria guidelines, codes, knowledge, etc.) as required
4.	Manages the in-house design program which consists of the derivation, planning, development of architectural plans for major and minor capital outlay, Section 6.00 and special repair projects to ensure code compliance and project requirements are met using the appropriate resources (e.g., design criteria guidelines, building codes, policies, Departmental Operations Manual [DOM], etc.) as directed by the Director of Planning Acquisition and Design.
5.	Plans and coordinates the in-house construction support activity and processes during the construction phases of a wide variety of projects (e.g., Request for Information, change orders, construction bulletins, submittal review and approvals) to ensure buildings are being constructed according to the plans and specifications utilizing various resources (e.g., plans, specifications knowledge of construction, etc.) as needed.
6.	Plans, coordinates and establishes the in-house quality control standards and processes for all in-house architectural and engineering products and project management to produce complete and accurate documents and/or correspondence utilizing various resources (e.g., design criteria guidelines, codes, manuals, knowledge, industry standard techniques, etc.) as necessary.
7.	Develop policy and procedures and direct staff on the roles and responsibilities relating to their interaction with other CDCR staff (e.g., capital outlay unit, procurement staff, Institutions Division, Health Care Services Division, etc.) to provide professional services and information, maintain design standards, etc. using codes, manuals, knowledge, interpersonal skills, industry standard techniques, etc. as needed.
8.	Develop policy and procedures and direct staff on the roles and responsibilities relating to their interaction with consultants and outside contractors to provide professional services and information, maintain design standards, etc. using codes, manuals, knowledge, interpersonal skills, industry standard techniques, etc. as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Plans coordinates and directs the participation of staff in the review of Section 6.00 projects, service requests and branch assignments to provide recommendations and information to the Capital Outlay Unit, institutions and branch chief (s) using various resources (e.g., design criteria guidelines, codes, site investigations, knowledge, etc.) as requested.
10.	Plan and coordinate the review of construction documents of capital outlay and special repair projects prepared through other design entities to ensure conformity with departmental design and construction standards using various resources (e.g., design criteria guidelines, codes, site investigations, knowledge, etc.) as required.
11.	Prepares effective written correspondence for management, institution personnel, and others to provide analysis, direction, and/or information using various resources (e.g., software, hardware, reference manuals, plans, specifications, etc.) as necessary.
12.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to provide accurate information and establish and maintain effective working relationships in all situations as necessary.
13.	Performs on-site construction observations to ensure conformance with codes, specifications, departmental standards, and the Testing and Inspection Program utilizing visual observation, various engineering equipment, reporting procedures, etc. as required by each project specifics, as necessary.
14.	Perform work on design projects and assist in the development of contract documents as they relate to architectural and engineering requirements using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications etc.) as required.
15.	Direct and assist planning and design teams in the resolution of difficult problems to create architectural engineering solutions, designs, plans and specifications using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications etc.) as required.
16.	Perform supervisory responsibility in the work place in regards to department wide mandates concerning Equal Employment Opportunities (EEO), America with Disability Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies as needed.
17.	Train staff to improve their skills and knowledge using various methods (e.g., classroom, on the job, mentoring etc) as required for the performance of the job.
18.	Provides guidance to staff on their work assignments to ensure proper and efficient use of resources using various tools, equipment, aids and/or processes (e.g., knowledge, manuals, procedures etc) as needed and/or upon request.

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19.	On an on-going basis, evaluate employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.
20.	Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the Individual Development Plan (IDP) and Review of Performance (ROP) , as required by the State Personnel Board.
21.	In accordance with the State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions.
22.	Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request.
23.	Serves in the capacity of project manager in completing projects using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications etc.) as required.
24.	Develops and maintains the design schedule for projects assigned to the Design Services Section in order to effectively manage professional resources, and provide timely production of plans and specifications to meet the department's public works construction goals using various resources (e.g., knowledge, principles of architecture and engineering, computer applications, priority setting skills, etc.) as required.
25.	Reporting schedule status to management and stakeholders to advise them of project schedules as they relate to the strategic plan using various resources (e.g., graphic and verbal communication skills, knowledge, computer applications, etc.) as required.
26.	Provides leadership and direction to supervisory and project management staff in order to meet department program goals, establish consistency and promote effective delivery of services using knowledge of State policy and procedures with minimal oversight.
27.	Oversee and/or participate in the review and evaluation of consultant proposals to rank firms according to qualifications utilizing statement of qualification, interviews and reference checks as necessary.
28.	Oversee and/or participate in the development of the scope of work, schedule and estimate of fees for project to establish parameters for negotiation with qualified firms using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications, etc.) as required.

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29.	Oversee and/or participate in the negotiation of the scope of services and fees to establish the final contract parameters using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications, etc.) as required.
30.	Oversee and/or participate in the administration of the contract to hold consultants accountable for performing the scope of services within the established fee and provisions of the contract using various resources (e.g., design criteria guidelines, codes, knowledge, principles of architecture and engineering, computer applications, etc.) as required.